

CHIVE/C-120/4-66
18 July 1966

MEMORANDUM FOR: Director, CHIVE Task Force
SUBJECT : Bi-Weekly Task Report Summary

The Integration and Plans Staff submits the following summary from the task reports covering the period of July through 15 July.

Synopsis:

1. The Draft of the Personnel Security paper which the Security Procedures Task (Task #1) completed on 20 June is still under review.

2. [] is remaining with the Current Awareness Support Task Team (Task #2) through the week of 18 July. Five hundred and forty titles were processed last week. The lists from OCS have not been sent on time.

3. Typing has begun on Chapters I, II, and III of the SIC (Subject Dictionary Task #5b).

4. [] was assigned to the Forms Design Task effective 15 July (Task #7a) replacing [] Page Reader testing of sample forms, prepared by PSD, is completed. A requisition was forwarded requesting an initial run of 5,000 copies of each header form (001,002,003) in the machine-acceptable shading. The establishment of a source authority file is still being worked on.

5. The Document Delivery System Liaison Task Team met with [] to discuss their first draft of a flow chart for the DDS. Modifications will be needed for the inclusion of such things as D cards and document dissemination for COG. Discussions may take place concerning the proposed numbering system with the people who are going to be operating the DDS. Discussions with DDS personnel on the possibility of using the DDS transcript sheet (or a copy of it) as a worksheet for the SKAN header data input might be of value.

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GROUP I
Excluded from automatic
downgrading and
declassification

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6. Completion of the Location Dictionary (Task #5a) may be delayed by loss of computer time to SANKA and SPEC 4. A listing containing all names from the 10 files sorted alphabetically was published during this reporting period. All of the files are in and they are now waiting for a listing of all entries in CHIVE number order and a listing of all preferred names so that a final double check for accuracy can be made.

7. The Organization Dictionary Task (Task #5c) produced a listing arranged by CHIVE location number and by function code within location of [REDACTED] entries selected for CHIVE control and all FIB organizations. 25X1B

8. Some preliminary decisions on the data elements to be incorporated into the [REDACTED] have been made. The findings of the [REDACTED] Requirements Task Team will definitely affect the manner in which the dictionary will be built. While [REDACTED] is on leave, [REDACTED] will designate [REDACTED] on which CHIVE should maintain hard copy [REDACTED]. 25X1B

9. [REDACTED] has completed a draft paper on [REDACTED] criteria. [REDACTED] and [REDACTED] have reviewed the [REDACTED] data elements. The processing criteria and data elements are being sent to [REDACTED] (BR) for comments prior to any formal survey. 25X1A

10. The Input Processing Task (Task #12) reports that the Page Reader Machine was made operational on 8 July following a power supply failure on 1 July. The Page Reader Acceptance Testing Statistics from 8 July through 14 July are as follows:

<u>Hours</u> <u>Run Up</u>	<u>Hours</u> <u>Down</u>	<u>#</u> <u>Forms</u>	<u>#</u> <u>Char. (K)</u>	<u>Rej.</u> <u>Rate</u>	<u>Error or</u> <u>Substitution Rate</u>
34.75	1.5	13,263	15,597	1/193K	1/154K

11. The initial flow charts are being developed on five of the "backbone" modules of File Maintenance (Task #13). As each module is completed it will be reviewed and redeveloped in greater detail. Concurrently, initial coding is being started on select basic subroutines. The redefinition of operations and rules for the development of Standard Transactions is still underway and should be completed soon.

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25X1A 12. [] left the Control Task (Task #14) to assume the technical direction of the EDP effort.

25X1A 13. [] joined the Phase III Scheduling and Integration Task (Task #17) on 6 July. The Milestone Network and Modified Gantt Charts, which the OBI Visual Aids Group executed for the task, have been mounted in the CHIVE conference room. These charts will be maintained on a continual basis. Arrangements have been made to photograph these charts for use as working copies and view graph slides. The task team provided general support for the Knox Panel briefing on 13 July. The Task Force Training program was turned over to the Staff Assistant/CTF for final coordination.

25X1A 14. The System Test Plan Task (Task #18) Team held several meetings to further define the conceptual approach of the System Test Plan. Plans call for a design document to be produced in August. [] sat in on some of the meetings and provided consultative assistance. 25X1A

25X1B 15. [] Requirements Study Task (Task #19) reports that the charts which are to be included in the second subtask report have not been updated because EAM printouts have not been received from the Machine Division. This will cause a delay in sending the charts to the DDI Graphics for printing.

25X1A 16. [] Chairman of the Management Data Task Team (Task #20) has been detailed to Document Division to make a study of the Intellofax System concerning management data problems. This is not expected to affect the long-range schedule development of the task. ✓

25X1A 17. The new projected completion date for the Graphics and Maps Task Team (Task #23) is 22 July. In addition to his new assignment to the Forms Design Task, [] will remain part time on the Maps and Graphics Task. 25X1A

25X1A 18. [] left for the University of Maryland on 20 June. His replacement on the Source Data Automation Task (Task #27) has not yet been named.

25X1A 19. [] also left the ALP Development Task (Task #28). Three stenotype trainees are now in intensive training in the Agency System. The System was inactive

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for two days due to the scratching of the level 10 disk.
The production figures for the past two weeks are as follows:

	<u>Translit.</u>	<u>Lines (10 words)</u>
FDD Mats	2,164	28,681
MT (input words)	122,199	17,934
OMS Summaries	126	1,934

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20. [] an Associate Programmer []
[] has been assigned to Project CHIVE. He will begin
his duties here on 20 July. Recruiting efforts are still
continuing.

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21. The [] has been written and
is currently undergoing sign-off in [] The
anticipated date of submission is 19 July. []

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22. [] briefed [] and
five other ORR personnel, and two from OCS on CHIVE (Design
Area Management, Task #54).

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23. The File Purging Task Team (Task #56) published
a "Study of Potential CHIVE Records Retention Criteria."

24. The COG Organization and Personnel Responsibilities
Task Team (Task #58) has drawn up a tentative T/O indicat-
ing the probable distribution of personnel within COG.

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Chief, Integration and Plans Staff
CHIVE Task Force

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